

DE LA SALLE UNIVERSITY – DASMARIÑAS
ACCOUNTING-PROPERTY SECTION

RDF No. _____

REQUEST FOR DISPOSAL OF FURNITURE/EQUIPMENT

TO: **ACCOUNTING-PROPERTY SECTION**

DATE: _____

FROM: _____
(Dept/Unit Head Name & Signature)

DEPT/UNIT: _____

This is to request for the disposal of the following furniture/equipment: (please fill up corresponding box)

Location	Qty/Unit	Item Description	Serial No.	FEA No.	Acq. Date	Property No.
Reason for Disposal: _____ _____			Item/s checked by: _____ <i>Property Representative / Date</i>			
Endorsed to ERMAC: _____ <i>Signature / Date</i>			Approved by: _____ <i>Controller / Date</i>			

Posted by: _____ Date: _____

(Please print three copies)

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